

**UNITED STATES BANKRUPTCY COURT  
EASTERN DISTRICT OF VIRGINIA**

\_\_\_\_\_ Division

**REQUEST FOR FILE FROM  
NATIONAL ARCHIVES AND RECORDS ADMINISTRATION**

Please complete this form. You will be advised, in writing (*or by telephone if you request*), by this office when the file has been received from the National Archives and Records Administration located in Philadelphia, Pennsylvania.

The cost is \$35.00 **per case** [*or adversary*] requested. Make check payable to "Clerk, U.S. Bankruptcy Court." This fee must be paid before the file(s) will be requested.

**DEBTOR** \_\_\_\_\_

**CASE NUMBER** \_\_\_\_\_ **DATE CLOSED** (*if known*) \_\_\_\_\_

**NAME OF REQUESTING PARTY** \_\_\_\_\_

**ADDRESS** \_\_\_\_\_

\_\_\_\_\_

**PHONE NUMBER DURING BUSINESS HOURS** \_\_\_\_\_  
(*If you wish to be called when the file is received.*)

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For Clerk's Office Use Only:

Accession No. \_\_\_\_\_ Date Ordered \_\_\_\_\_

Location No. \_\_\_\_\_ By Whom \_\_\_\_\_

Box No. \_\_\_\_\_ Electronic \_\_\_\_\_ Manual \_\_\_\_\_

Date File Received \_\_\_\_\_ Date Requestor Contacted \_\_\_\_\_

Date File Returned \_\_\_\_\_